



# CITY OF HOUSTON

## Job Posting

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|    | DJB   |
| 1  | <b>Applications accepted from:</b> ALL PERSONS INTERESTED   |
| 2  | <b>Job Classification</b> SUPERINTENDENT (Assistant Park Manager)   |
| 3  | <b>Posting Number</b> PN# 112046  |
| 4  | <b>Department</b> PARKS AND RECREATION  |
| 5  | <b>Division</b> GROUNDS MAINTENANCE   |
| 6  | <b>Section</b> GROUNDS MAINTENANCE  |
| 7  | <b>Reporting Location</b> LAKE HOUSTON PARK*  |
| 8  | <b>Workdays &amp; Hours</b> M- F, 8:00 a.m. – 5:00 p.m.*<br>Variable Including Weekends and holidays<br>*Subject to change  |
| 9  | <b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b><br>The successful individual will supervise the day-to-day operation for the maintenance staff assigned to Lake Houston Park. Assist Division Manager in the overall operation and management of the Park. Perform management duties in the absent of the Division Manager. Manage, train, develop, counsel and evaluate staff performance to achieve a high level of customer service. Assist in the development, implementation, and evaluation of natural resource education programming. Assist with budget expenditures and fees administration. Serve as liaison representing the department in meetings and conferences. Assist with establishing policy, procedure, guidelines and project schedules. Perform other duties as assigned. |
| 10 | <b><u>WORKING CONDITIONS</u></b><br>This position occasionally requires stooping or bending and light lifting (up to 20 pounds) and is physically demanding and will require walking and standing in outdoors. There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. This position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.   |
| 11 | <b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b><br>Requires an Associate's Degree in Wildlife Management, Park Management, Natural Science or closely related field.   |
| 12 | <b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b><br>Six (6) years of progressively responsible professional and/or skilled experience closely related to the activities of the section are required, including three of the years in a supervisory capacity. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.   |
| 13 | <b><u>MINIMUM LICENSE REQUIREMENTS</u></b><br>A valid Texas Driver's License and in compliance with the City's policy on driving (AP2-2).   |
| 14 | <b><u>PREFERENCES</u></b><br>Preference will be given to candidates with a Bachelor's degree in Wildlife Management, Park Management and /or Natural Science as well as a MBA.  |
| 15 | <b><u>SELECTION/SKILLS TESTS REQUIRED</u></b> None  |
| 16 | <b><u>SAFETY IMPACT POSITION</u></b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO<br>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.   |
| 17 | <b><u>SALARY INFORMATION</u></b><br>Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:<br>Salary Range - Pay Grade 24<br>\$1,419 - \$2,048 Biweekly \$36,894 - \$53,248 Annually  |
| 18 | <b><u>OPENING DATE</u></b> July 19, 2006  |
| 19 | <b><u>CLOSING DATE</u></b> Open until filled  |
| 20 | <b><u>APPLICATION PROCEDURES</u></b><br>verification of information provided. Telephone Device for the Deaf (TDD) Phone Number (713) 837-9471. Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 <sup>st</sup> floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 845-1056. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.<br>An equal opportunity employer   |